

# Instructions for Historic Preservation Tax Credit Survey

## Part 1

Enter the information according to your approved Part 2 tax credit application to the Department of Cultural Affairs. The State Tax Credit (STC) Project Number is provided by the Department of Cultural Affairs at the time a tax credit amount is reserved for the project. The number is of the form YY-CC-SSS, where YY are the last two digits of the year for which the tax credits are reserved, CC is the 2-digit county number, and SSS is a 3-digit sequence number.

## Part 2

The purpose of this part is to gather information on all sources of financing for the project for which a tax historic preservation tax credits have been reserved by the Department of Cultural Affairs. If a project is being undertaken in stages and separate tax credit applications are submitted for each stage of the project, then separate survey forms should be completed after each stage is completed.

### A: Sources of Funds

- 1: Enter the total amount for all qualified rehabilitation costs. If the project includes other than qualified rehabilitation work include only the amount for the rehabilitation work approved by the Department of Cultural Affairs. Note the amount of other, non-qualified project costs on line 13.
- 2: Enter the amount of funds borrowed from private sources (banks, insurance companies, or other private sector lenders) or invested by other individuals or businesses in exchange for an ownership interest in the project. If you generate funds from both sources, list the total debt and the total equity amounts separately.
- 3: Enter the amount of funds invested from personal sources.
- 2 and 3: Often applicants front the entire cost of the project with either borrowed or personal funds. If this is the case please add an explanation of how the State Historic Preservation Tax Credits will be applied to pay down these amounts so that the sum of lines 2 – 12 net of the State Historic Preservation Tax Credit amount equals the line 1 amount.
- 4: Enter the amount of Iowa Historic Preservation tax credits reserved by the Department of Cultural Affairs for the project.
- 5: Enter the amount of awarded Federal Historic Preservation Investment Tax Credits
- 6: Enter the amount of awarded Federal Low Income Housing tax credits
- 7: Enter the amount of awarded Iowa Enterprise Zone Program tax credits
- 8 –12: Enter any subsidies you obtained from federal, state, county, or city governments, including but not limited to grants, loans, property tax abatements, etc. List each of these other funding sources on a separate line. If more space is needed please attach on a separate page and label it as an addendum to Part 2A.
- 13: Enter the amount of non-qualified project costs.

### B: Property Valuation and Taxation

1. Indicate if the property is eligible for the temporary Historic Property Tax Exemption provided for in Iowa Code, Section 427.16.
2. Indicate if property taxes have been abated for the property.
3. If property taxes have been abated describe the nature of the abatement, such as:

- Only for historic preservation qualifying improvements – 1<sup>st</sup> year 100%, 2<sup>nd</sup> year 75%, etc.
- 4: Enter the official assessed value of the property for the year prior to initiation of rehabilitation work. If the project involved more than one property (building), provide separate assessed values for each, and provide some means for distinguishing the separate properties, such as address or parcel number.
  - 5: Enter the official assessed value of the property for the year the project is completed. If the project involved more than one property (building), provide separate assessed values for each, and provide some means for distinguishing the separate properties, such as address or parcel number. If the county or city assessor has not yet completed a new assessment of the property following completion of the rehabilitation work, please provide either the property's value as determined by a private appraisal or the value for which the property is insured following completion of the project.

If necessary provide the information for (4) and (5) for multiple building projects on a separate page and label it as an addendum to Part 2B.

### **Part 3**

The purpose of this part is to gather information on the property being rehabilitated and to provide a basis for evaluating the economic impact of the project. If the project involves the rehabilitation of more than one property (building) complete a separate Part 3 for each property.

1. Provide the original year of construction for the property and the year purchased by the current owner.
2. Briefly describe the use of the property immediately prior to the initiation of the project, such as furniture store first floor and apartments on the two upper floors.
3. Briefly describe the actual or anticipated use of the property after the rehabilitation work is completed.
4. Provide the starting date and the completion date for the rehabilitation work. Month and year is adequate.
5. Enter the number of above grade usable floors in the rehabilitated property. Do not count utility penthouses.
6. Enter the total above grade usable space square footage for the rehabilitated property.
7. Enter the actual measures of building use prior to the rehabilitation project and either the measures of actual or anticipated use after the project is completed.
8. Provide the number of workers employed during the project. If payroll records are not readily available provide a reasonable estimate and label the amount as an estimate. Enter total salary and benefits you paid for labor. Enter total cost of materials used in the project. Enter total other cost occurred duration of project, such architectural and engineering fees, permit fees, utilities, etc. The total of labor, materials, and other costs for this question should equal the amount entered in Part 2(A), line 1 (Total Project Cost).
9. Estimate as near as possible the shares of labor, materials, and other expenditures made within the county where the project is located, elsewhere in Iowa, and outside Iowa. For labor costs, base the shares on workers' places of residence, or if labor is provided by subcontractors on the official locations of the subcontractors' places of business. For materials base the shares on the suppliers' business locations. For other costs base the shares on the business locations of the predominant suppliers.

**Your completion of this survey is greatly appreciated. A fillable MS Word version of the survey form is provided on the Department of Cultural Affairs web site, which may be saved and emailed to the address provided below. The information you provide will be used to inform the members of the Legislature and other policy-makers on the economic impact of projects aided by historic preservation tax credits.**

**If there are any questions regarding this survey, please contact Kathy McAninch, Tax Policy and Communications Division, Iowa Department of Revenue at (515) 281-7653 or [Kathy.McAninch@iowa.gov](mailto:Kathy.McAninch@iowa.gov).**

**The completed survey form either may be emailed to [Kathy.McAninch@iowa.gov](mailto:Kathy.McAninch@iowa.gov) or mailed to Kathy McAninch, Tax Policy and Communications Division, Iowa Department of Revenue, Hoover State Office Building, 1305 E. Walnut Street, Des Moines, IA 50319.**